

APPENDIX A

**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF LOUISIANA**

**APPLICATION FOR USE OF ELECTRONIC CASE FILING SYSTEM
CREDITOR OR LIMITED FILER ONLY**

(Proof of Claim, Notice of Appearance, Transfer of Claims)

☐ Original

☐ Amended

NAME: _____
(Logins are only provided to individuals, they cannot be provided to firms or business entities.)

COMPANY REPRESENTED: _____
(Required information for creditor application)

ADDRESS: _____

CITY, STATE AND ZIP _____

PHONE #: _____ FAX #: _____

PRIMARY EMAIL: _____

SECONDARY EMAIL(S): _____

☐ DAILY SUMMARY EMAIL NOTIFICATION

☐ INDIVIDUAL EMAIL NOTIFICATION

Training in the use of the Electronic Case Filing System for this type of access is recommended.
Information on the available training options can be obtained by calling the Clerk's Office at (318) 676-4267 or (866) 721-2105 or by visiting the Clerk's Office website at www.lawb.uscourts.gov.

This application should be mailed to:
U.S. Bankruptcy Court
Attention: Travis Boudreaux
214 Jefferson Street, Suite 100
Lafayette, LA 70501-7050

If appropriate, a login and password will be issued to the applicant in due course. For all questions regarding this or other ECF matters, please call the Lafayette office at (866) 789-6015 or (337) 262-6800, or Shreveport Automation at (866) 721-2105 or (318) 676-4267.

1. ***Pro Hac Vice Application:*** I affirm that I am admitted to practice in the United States Courts for the
N/A District of N/A (applicable state) and the information set forth
above is true and correct. (Not applicable for creditors or limited filers)
2. **Claims or Other Limited Use Application:** I affirm that I am authorized to prepare and file Proofs
of Claim, Application(s) To Withdraw Unclaimed Funds, Notice(s) of Appearance, Assignment of
Claim(s), Transfer of Claim(s), and/or am authorized to execute and submit Reaffirmation
Agreement(s) on behalf of _____
(attach separate sheet if necessary) **(Required information if Creditor was selected on page 1.)**
3. I understand that use of my password to file a document in a bankruptcy case or proceeding will
constitute my signature upon the document and my signing of any proofs of claim or other papers or
documents filed by use of the password obtained pursuant to this Application.
4. I understand that it is my responsibility to maintain in my records all documents bearing my original
signature that are filed using my password, and all documents bearing the original signature of any
signer on whose behalf I file the documents using my password, for a period of five (5) years after the
case or proceeding in which the papers are filed has been closed.
5. I understand that it is my responsibility to protect and secure the confidentiality of my password. If I
believe that my password has been compromised, it is my responsibility to notify the court in writing,
immediately.
6. **I understand that it is my responsibility to notify the court immediately of any change in my
address, telephone number, fax number, or e-mail address. This information is required in
writing, on letterhead, with signature of the party that the account login is issued to.**
7. I understand that registration as a Filing User constitutes: (1) waiver of the right to receive notice by
first class mail and consent to receive notice electronically; and (2) waiver of the right to service by
personal service or first class mail and consent to electronic service, except with regard to service of a
summons and complaint under Fed.R.Bankr.P. 7004. Waiver of service and notice by first class mail
applies to notice of the entry of a order or judgment under Fed.R.Bankr.P. 9022.
8. At this time, the requirements for filing, viewing and retrieving case documents are:
 - ✧ A personal computer with a standard operating system (i.e., Windows 95, Vista,
Windows XP, Windows 7 or Macintosh)
 - ✧ Internet access*
 - ✧ Internet Explorer, Google Chrome, Mozilla Firefox
 - ✧ Adobe Acrobat and Exchange software **
 - ✧ Windows or Macintosh based petition and word processing software
 - ✧ A scanner for documents which are not in your word processor or petition
software ***

Notes:

- * High speed Internet access is recommended, but **NOT** required. (i.e., cable modems, DSL, etc.)
- ** Adobe Acrobat is needed. Be sure not to confuse Adobe Acrobat with Adobe Acrobat Reader. You will need to view **AND** create .pdf files. The Reader version of Acrobat will not allow you to create .pdf files, only to read and view them. You can find descriptions of the procedures at [http: www.adobe.com](http://www.adobe.com)
- *** Orders submitted to the court via E-Orders upload should not be scanned images. Orders should be printed or published to PDF using word processor software.

DO NOT use (AOL) American Online's version of Netscape Navigator, or a version of Navigator lower than 3.0.

I agree to adhere to court procedures for the Electronic Case Filing System. I understand that it is my responsibility to learn and use any and all updates to the Electronic Case Filing System procedures.

Applicant Signature

Date

Applicant Name

Please return ORIGINAL to: U.S. Bankruptcy Court
ATTN: Travis Boudreaux
214 Jefferson Street, Suite 100
Lafayette, LA 70501-7050

PLEASE DO NOT WRITE BELOW THIS LINE
FOR OFFICIAL COURT USE ONLY

DATE OF ECF TRAINING: _____ **DATE COMPLETED:** _____

ENTERED INTO DATABASE BY: _____ **DATE:** _____

LOGIN: _____ **EMAIL SENT:** _____ **EMAIL REMOVED:** _____ **BY:** _____

ADMITTED TO PRACTICE: _____ **PRO HAC VICE ORDER** _____

DATE ACCOUNT DISABLED: _____ **BY:** _____